

Assisted Living Residence
**ALR / Administrator's
40 Hour Training
Program**

Presented by:



&



Name

Introduction

This Assisted Living Residence Administrator's Training Program has been designed to meet the mandatory education (training) requirements identified in Colorado regulations.

This training program includes 40 hours of video instruction.

Please note: A training program in medication administration may not be counted toward the 40-hour training requirements.

Participants will be expected to meet the objectives outlined in each of the units identified in the course content and pass a competency exam (a grade of 75% or higher) at the end of the course.

Upon completion of this program and passing the competency exam, the participants will be awarded a certificate which documents their participation and successful completion in this training program.

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ALR Administrator's Training Program - Modules

Introduction to Course / Welcome

Module 1: Person-Centered Care (Chapter 7, Section 13)

- Resident Rights
- Sexuality & Aging
- Cultural Competency
- Family Involvement & Dynamics

Module 2: Introduction to ALR (Chapter 7, Sections 1-4, 25)

- General Overview
- Introduction/ Definitions
- Differences between ALRs / ACFs / Secured Environments SNF / Supported Living Program
- Where To Find The Regulations & Other Resources

Module 3: Who, What, Why, When, & How

- Essential elements necessary to manage assisted living communities
- Administrative Responsibilities

Module 4: Legal Aspects of Resident Care (Chapter 7 Definitions, Section 5.3 & Occurrence Manual)

- Terms / Types of Law
- Types of Elder Abuse
- Reporting Requirements
- Advance Directives

Module 5: Resident Services (Chapter 7, Sections 9 & 12)

- ALR REGS / Resident Services / Section 12
- ACF REGS / CCR 8.495
- Protective Oversight
- Community Policies & Procedures

Module 6: Health Information Records (Chapter 7, Sections 11-12 & 18)

- Resident Records
- Admission & Discharge Criteria
- Care Needs Assessment
- Care Planning
- Documentation

Module 7: Fall Management (Chapter 7, Section 12)

- Trends in Long Term Care
- Fall Management Program / Lift Assist

Module 8: Medication Management (Chapter 7, Section 14 & 24 / Chapter 24)

- Medication Administration
- Disposal of Medication

Please note: Modules and content are subject to change.



ALR Administrator's Training Program Modules Continued

Module 9: Business Operations (Chapter 7, Sections 1 – 8)

- Business Operations
- Daily Business Management
- Administrator Roles & Responsibilities
- Personnel

Module 10: Quality Management Program (Chapter 2)

- Nine Components of Program
- Implementing the Nine Components

Module 11: Care Planning Exercise

Module 12: Infection Control (Chapter 7, Section 19)

- Infection Prevention
- Standard & Universal Precautions
- OSHA & CDC
- Safe Medication Administration Practices

Module 13: Resident Engagement (Chapter 7, Section 12)

- Activities vs Engagement
- Person Centered
- Resident Engagement Management

Module 14: Palliative Care & Hospice Standards (Chapter 7, Section 8)

- Palliative
- Hospice
- End of Life

Module 15: Physical Plant (Chapter 7, Sections 10, 20 - 24)

- External Environment
- Internal Environment

Module 16: Emergency Preparedness (Chapter 7, Section 10)

- Fire Prevention
- Pest Control

Module 17: Dining Services (Chapter 7, Sections 16 & 17)

- Food Safety
- Nutrition
- Dining with Friends

Module 18: How to Build a Winning Team

- Attitude, Focus, Culture, & Full Engagement

Module 19: Federal Final Rule for Home & Community Based Services (ACF 8.495)

Conclusion / Competency Exam

Please note: Modules and content are subject to change.



40 Hour ALR Administrator Course

Presented by CEU / Consulting & Education Unlimited, LLC

General Requirements:

- According to Chapter 7 regulations, each newly hired administrator needs to be at least 21 years of age, possess a high school diploma or equivalent, and have at least one year of experience supervising the delivery of personal care services that include activities of daily living or qualify based on education and/or experience.
- Upon successful registration of the self-paced course, you will have 30 days to complete the course.
- Each registrant must submit a current, state issued photo ID in the first module to be able to continue on during the self-paced modules. (i.e. Driver's License, Passport, Colorado ID, etc.). If you would like to have a secure email, please email kristie@ceuservicesgroup.com to request the secure email.
- The In-Person Competency Exam will be scheduled upon completion of all the modules. You must receive a grade of 75% or higher to pass the course. You have three hours to complete the exam.
- Only one exam retake will be allowed and will need to be scheduled at the CEU office at a later date.
- Cheating will not be tolerated. If the CEU associate proctoring the exam suspects cheating, you will forfeit your opportunity to complete the exam and will not receive credit for the course.
- After successfully passing the competency exam, you will receive a certificate of attendance/completion. PLEASE NOTE: This is not a license; only a certificate of completion. The certificate will be mailed and emailed within 7-10 days of course completion. Please keep this for your records. There may be a \$35 charge for a replacement.
- Content presented in this course may not be recorded without prior permission.
- You will need to be familiar with the following regulations. Be sure to select and print the current version:
[6 CCR 1011-1 Chapter 02](#) - Health Facilities & Emergency Medical Services Division
[6 CCR 1011-1 Chapter 07](#) - Assisted Living Residences
[6 CCR 1011-1 Chapter 24](#) - Medication Administration Regulations

Computer Requirements:

- You will need a Google Account to access the Google Classroom for all handouts and assignments. You will receive an invitation for the classroom upon successful registration.
- You will need a web camera, microphone, high speed internet, and a printer.
- If a Zoom meeting is scheduled for the participants, a Zoom invitation will be provided.

Additional Information:

- It is recommended that the regulation chapters listed above as well as each module/ handouts be printed and put in a 3 ring binder.
- The abbreviations listed in this document will be on the exam.



Resources:

- CEU / Consulting & Education Unlimited, LLC
www.meray.com
303-457-3288
Consulting & Auditing Services, Manuals & Resources, & Education Services
- Additional Regulations that you need to be familiar with:
 - Department of Health Care Policy & Financing
[Section 8.495](#) - Alternate Care Facilities (ACF) Medicaid Only
 - Occurrence Manual
<https://cdphe.colorado.gov/health-facility-reported-incidents>
 - Colorado CCR Document - Division of Environmental Health and Sustainability
[6 CCR 1010-2](#) - Colorado Retail Food Establishments
- CDPH&E Assisted Living Residence (ALR) <https://cdphe.colorado.gov/health-facilities>
- HCPF: Alternate Care Facilities (ACF)
<http://www.colorado.gov/hcpf>
<https://www.colorado.gov/pacific/cdphe/medicare-and-medicaid-certification>
- Colorado Health Facilities Web Portal
<https://www.cohfi.colorado.gov/COHFI/Account/Login>
- Health Facilities Community Blog
<http://healthfacilitiescommunity.blogspot.com/>
- CDPH&E Assisted Living News & Resources
<https://rise.articulate.com/share/SIasrdhEv9NcIDnI5-t8XEnJiwz38m5t#/>
- COVID – Long term and Residential Care Facilities
<https://covid19.colorado.gov/lcfc>
- Health Care Community Transmission Levels
<https://covid19.colorado.gov/healthcare-providers/long-term-care-facilities/healthcare-community-transmission-levels>





Acronyms

*This information will be on the competency exam

ACF – Alternate Care Facility
ADL – Activities of Daily Living
ALR – Assisted Living Residence
APR – Air-Purifying Respirator
CAPS – Colorado Adult Protective Services
CBI – Colorado Bureau of Investigation
CCR – Code of Colorado Regulations
CCRC – Continuing Care Retirement Communities
CDC – Centers for Disease Control
CDPH&E – Colorado Department of Public Health & Environment
CMI – Chronically Mentally Ill
CMS – Centers for Medicare & Medicaid Services
CoC – Certificate of Compliance
DD – Developmentally Disabled
DFPC – Division of Fire Prevention and Control
DPOC – Directed Plan of Correction
FGI – Facility Guidelines Institute
HCP – Health Care Personnel
HCPF – Department of Health Care Policy & Financing
HCBS – Home & Community Based Services
HVA – Hazard Vulnerability Analysis
ICO – Infection Control Officer
IDR – Informal Dispute Review
LTC – Long Term Care
NF – Nursing Facility
NCF – Nursing Care Facility
NIOSH - National Institute for Occupational Safety and Health
OSHA – Occupational Safety and Health Administration
P.A.S.S. – Pull, Aim, Squeeze, Sweep
PCP – Primary Care Physician (Provider / Practitioner)
PCP – Person Centered Planning
PHO – Public Health Order
POC – Plan of Correction
POC – Rapid Testing
PPE – Personal Protective Equipment
QMAP – Qualified Medication Administration Person
QMP – Quality Management Program
R.A.C.E. - Remove, Alarm, Confine and Extinguish or Evacuate
RCRA - Resource Conservation and Recovery Act
RPA – Respirator Program Administrator
RPP – Respiratory Protection Program
RTE – Ready to Eat (Food)
SNF – Skilled Nursing Facility
TB - Tuberculosis
TCS – Time/Temperature Control for Safety
TDZ – Temperature Danger Zone





Important Numbers

Name	Contact Person	Phone	Web Site	Notes
AAA Aging Services Division		(303) 455-1000		Advocacy / Information
ACF Certification		(303) 866-2861	http://www.colorado.gov/cs/satellite/hcpf	Medicaid program
Alzheimer's Association		(800) 272-3900	www.alz.org/colorado/	Information regarding dementia
Assured Partners	Blake Crawford	(720) 726-3235	blake.crawford@assuredpartners.com	Insurance broker for ALR / ACF
CALA / Colorado Assisted Living Association	Nicole Schiavone	(303) 529-6630	www.coloradoassistedlivingassociation.org/	ALR group
Care Patrol	Amy Herrick	(720) 502-7034	www.carepatrol.com	Placement of residents
CHCA / Colorado Health Care Association & CCAL / Colorado Center for Assisted Living		(303) 861-8228	https://www.cohca.org/	ALR group
CEU / Consulting & Education Unlimited, LLC	Kristie Ashby	(303) 457-3288	www.meray.com	Consulting & Education Services
CGS / Colorado Gerontological Society		(303) 333-3482	www.senioranswers.org/	ALR group
Church Mutual	Scott Costello	(800) 554-2624		ALR business insurance
Colorado Board of Nursing		(303) 894-2430	https://dpo.colorado.gov/Nursing	CNA, LPN, RN, registry
Colorado Dept. Of Public Health & Environment (CDPH&E)		(303) 692-2836	https://cdphe.colorado.gov/health-facilities	Regulatory agency
Colorado Dept. Of Labor & Employment		(303) 318-8441	https://cdle.colorado.gov/	Labor & employment information
Colorado Dept. Of Human Services		(303) 866-5700	https://cdhs.colorado.gov/	Advocacy / adult protective services
Colorado Division of Fire Prevention & Control (DFPC)	Greg McGinn	303-239-4106	https://dfpc.colorado.gov/	Fire & Life Safety
Denver Regional Council of Governments (DRCOG)	Area on Aging	303-480-6734	https://drcog.org/programs/area-agency-aging	Long Term Care Ombudmsan
Disease Control & Environmental Epidemiology Division at CDPH&E		303-692-2700	https://cdphe.colorado.gov/dceed	
Integra Confidential	Ron Rex	(303) 324-3106	http://integraconfidential.com/	Criminal background checks/Drug Testing
LeadingAge Colorado		(303) 759-8688	www.leadingagecolorado.org/	ALR group
Med Admin Classes (QMAP Programs)		(303) 692-2800	http://www.cdphe.state.co.us/hf/index.html	QMAP Classes
Occupational Safety & Health Administration (OSHA)		800-321-6742 (OSHA)	https://www.osha.gov/	OSHA information
QMAP Verification			https://cdphe.colorado.gov/medication-administration/qmap	
Senior Living Insurance Brokers	Bruce Majors	(303) 466-1392	www.srlivingins.com	Insurance Broker for ALR
Stacy's Helping Hand	Pam Silverberg	(720) 620-3754	www.stacyshelpinghand.com	Placement of residents
Veterans Benefits	Loraine Justus	(303) 667-4664		Veterans Aid & Attendance Pension

